



DDS Applicant Video Transcript

This video will help guide DDS Applicant through the online applicant submission process.

All applicants must read the DDS guidelines, download and read all attachments, complete your applicant profile and upload all documents, and complete the online budget template before the budget narrative found in Attachment C.

To see the announcement in its entirety, select view. On the Announcement page applicants can scroll through the announcement, download and save all attachments, print and save a copy of the announcement, and begin the online application process.

First time users must register with the GrantVantage system. Once registered please login to the system and complete your applicant profile.

In the left-side blue menu select My Applicant Profile. The information added to your applicant profile will be used during your application review and assessment. Add your organization information, physical and mailing address, users, contacts, and documents.

As the Primary User you can add additional Delegate Users to assist with completing your application.

Contacts are any individuals who are essential to your proposed project. Please note that DDS does not require any additional contact information.

All documents must be uploaded to your profile before they can be attached to your application.

Once your applicant profile is complete return to the funding announcement.

To begin your application process select Apply.

Once the application has opened Applicants will have to complete three main sections. The Application section also known as the Question and Answers, the Activities Template, and the Budget Template. Please note that all three sections are marked with a red X, indicating that these sections are incomplete. When these sections are complete, they will be marked with a green checkmark. Which will allow the applicant to submit their application.

When answering questions your answers are tracked with the Completion Percentage. When your Completion Percentage reaches one hundred percent your Application section will be marked with a green checkmark.

In order to view the status of each question select the pancake stack next to View All Questions. Questions marked in green are completed and answered questions. Questions marked in gray are incomplete questions that require an answer.

We will return to the Budget Narrative question after we have discussed the Budget Template.

In the Activities page all users must make sure to view the objective instructions, further instructions can be found in Attachment B.

To add an objective, select “Plus[sign] Add Objective” and complete the required popup. The manager section is populated by the contacts added in the applicant profile. If you do not know who the manager is at this time, please select To Be Determined.

Once you have added an objective you may then add Performance Measures and Activities.

To add a new performance measure, select “Plus [sign] Add Measure” and complete the required popup.

To add an activity, select “Plus [sign] Add Activity” and complete that required popup.

Once you have completed the Activity Template select Ready to Submit to move your template out of draft. At any point during the application process you may return your Activities Template to draft to make any changes.

Since our Activities Template is completed it is marked with a green checkmark.

On the Budget Template be sure to view your budget instructions in their entirety.

The primary budget categories will be pre-loaded to your budget. Add any additional sub-categories by selecting the plus sign and New Sub-Category for the correct primary budget category. [Enter the sub-category name] and select Save [icon].

All values must be added to the Direct column. Instructions on what type of answers to give for your budget will be found in the Narrative Instructions and the Budget Instructions.

If you have a multi-year budget be sure to complete the second year of your budget.

Once your budget is complete select “Ready to Submit” to move the budget out of draft. That will be marked by the green checkmark next to Budget Template.

Remember you also have to submit a budget narrative which is found in Attachment C. Once you have completed your budget be sure that all categories that you have added are in your budget narrative and justified.

Be sure to add your budget narrative to your applicant profile so you can add it to the Budget Narrative question.

To attach a document, select “Choose File to Upload.”

Select the correct document and select save.

Now that our Application section is at one hundred percent the Application will be marked with a green checkmark.

Since all three sections are marked with a green checkmark the “Next” button has been unlocked.

Select Next.

A popup will come up to ensure that you have reviewed all of your questions. If all of your questions are reviewed and you are ready to submit your application select “Save & Continue.”

On the final page of your application please enter your Project Name, your Project Summary, and any required or any essential personnel. Please note that DDS does not require [additional] contact information.

Once you have entered all of your information select “Finish.”

And then Submit your application.